

## **Staff Accountant**

InterAct is a non-profit agency providing evidence supported outpatient mental health and substance abuse services with an integrated recovery focus. The Agency has been in operation for twenty five years. Our administrative headquarters is in Kalamazoo with delivery of services in Kalamazoo and Kent Counties. The Agency has an annual budget of \$9 million with over one hundred staff members. The Staff Accountant reports to the Finance Director and is a key member of the finance team.

### **Responsibilities**

Support the Finance Director as a key member of the finance team to meet ongoing financial requirements. Participate in accounting functions to ensure smooth processes for full accounting cycle including: accounts payable, assisting with receivables and general ledger duties, financial recordkeeping and reporting. Use QuickBooks to process payroll timely and accurately. Actively participate in the development of fiscal procedures and the agency's budget.

### **Qualifications**

Bachelor's degree in accounting with experience that includes computerized financial record-keeping required. An Associates degree in Accounting with substantial experience will be considered. Effective communication skills, excellent analytical and organizational ability, proven problem-solving skills, self-motivated with the ability to perform multiple and diverse tasks. Proven proficiency in QuickBooks and Microsoft Office... including extensive Excel usage essential. Experience with an electronic health record beneficial.

To learn more about InterAct of Michigan please visit our web site [www.interactmich.org](http://www.interactmich.org)

To apply for this professional opportunity go to Job Opportunities in the About Us section on our web site [www.interactmich.org](http://www.interactmich.org) ; or submit resume and cover letter by email to [merickson@interactmich.org](mailto:merickson@interactmich.org).  
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